

The Addams Family Volunteer Information

Thank you in advance for making this a fun and safe show for the kids!

In order to keep this show running like a well-oiled machine, WE WILL NEED AT LEAST ONE REPRESENTATIVE FROM EACH FAMILY TO VOLUNTEER FOR TWO BACKSTAGE CHAPERONE SPOTS IN ADDITION TO ANY FRONT OF HOUSE POSITIONS YOU ARE FILLING. The position descriptions below provide more detail and the BACKSTAGE or FRONT OF HOUSE designations are included on the signup as well. Working backstage is fun - it is a great experience to hang with the kids and see all of the excitement of what goes on back there!

FOR EVERY VOLUNTEER:

1. Before you can chaperone, you must watch the "Sexual Harassment" Video, and sign the associated form. The film link and form can be found at: [Sexual Harassment Video for Volunteers](#). Please scan or take a picture of it and send the form to Bridget Scott at SPHS - bmscott1@aacps.org - when you are done. If you have done this in previous years, you do not need to repeat the viewing. If you have previously sent the form to the SPHS office, no need to send it again.

2. Check the requirement for your volunteer position - does it require fingerprinting or just a commercial background check?

Fingerprint required: Go to <https://www.aacps.org/chaperone> and follow instructions for the Fingerprint Required Background Check. You will find details and the phone number to call to get started. This process may take a few weeks. You will not need to apply for a separate commercial background check. Send a scan or picture of the card to Bridget Scott at SPHS - bmscott1@aacps.org.

Background check required: Go to <https://www.aacps.org/chaperone> and scroll to the bottom of the page. Click on the APPLY FOR A COMMERCIAL BACKGROUND CHECK button. This should be completed ASAP and needs to be done once every 2 years. So, if yours has expired, you need to re-apply. This process may take up to 3 weeks so plan accordingly. If you are a teacher for AA County, your background check is already completed, and you do need to repeat. If you are a teacher for ANY other county, or for a private school, you need to complete this background check.

If you aren't sure whether your background check has expired, please check with Bridget Scott at SPHS - bmscott1@aacps.org.

Please show up for your shift on time. If you cannot make your shift, you must find one of the other parents to cover for you who has the required fingerprint/background check, and replace your name with all of your substitute's information. If you have any questions or an emergency, call or text Carrie Moran (708-642-4567), Jen Kessler (443-604-2316) or Linda Testerman (443-745-5252), whichever one is the lead chaperone assigned to the performance date.

POSITION DESCRIPTIONS:

Drama Hall Door Chaperone: Door to outside at end of Drama Hall: let students in as needed. Once everyone is present, make sure no one goes outside during a rehearsal/show. Unauthorized visitors are not permitted to enter. If anyone needs to go to their car, you must escort them. Have Lead Chaperone or Hospitality volunteer cover the door while you are gone.

REQUIRES COMMERCIAL BACKGROUND CHECK - BACKSTAGE VOLUNTEER

Girls' Dressing Room Chaperone: Located in the Black Box theater. Assist with costume changes as needed. Remind students to hang up items, etc.

REQUIRES FINGERPRINT CARD SUPPORTED BACKGROUND CHECK - BACKSTAGE VOLUNTEER

Boys' Dressing Room Chaperone: Located in Mrs. Metcalfe's classroom/Chorus Room. Assist with costume changes as needed. No one enters or leaves through the outside door. Remind students to hang up items, etc.

REQUIRES FINGERPRINT CARD SUPPORTED BACKGROUND CHECK - BACKSTAGE VOLUNTEER

Hallway Intersection Chaperone: Located at the intersection of the hallway at the end of Drama Hall and the hall that goes to the restrooms/lobby. Ensure that no one uses the outside door behind you or accesses the hallway to non-drama classrooms. Keep audience members away from backstage.

REQUIRES COMMERCIAL BACKGROUND CHECK - BACKSTAGE VOLUNTEER

Lobby Chaperone: Monitor the lobby and make sure no students leave the building during Tech Rehearsals. This post is not needed during shows.

REQUIRES COMMERCIAL BACKGROUND CHECK - BACKSTAGE VOLUNTEER (this is in the front lobby but only during tech week to monitor students so it is considered backstage)

Hospitality Chaperone: Set up, monitor, refresh, and clean up snacks and drinks in the drama hallway.

REQUIRES COMMERCIAL BACKGROUND CHECK - BACKSTAGE VOLUNTEER

Medical Chaperone: Medical training is necessary as an EMT, nurse or MD. Be on hand to help with any emergency medical conditions that may arise. Most issues have been bloody noses, fainting, twisted ankles, allergic reactions. Although not needed during most rehearsals/shows, staff has found that it is nice to have someone available if these situations arise. The medical chaperone is encouraged to sign up for another volunteer spot on the same date as well (chaperone, hospitality, usher) - we just need to have someone physically in the building with these requirements in case the need arises.

REQUIRES COMMERCIAL BACKGROUND CHECK - BACKSTAGE VOLUNTEER

Ushers: This volunteer position should NOT be a day you have a ticket to see the performance uninterrupted. While you may get to watch some of the show, you will be "on duty" during the entirety of the show to assist audience members as needed.

Greet our guests, hand out programs, help direct to seats in the auditorium, manage the auditorium doors, help direct people at intermission, and sweep for trash post show. **There will be 2 positions**

listed this year: Lobby Usher and Auditorium Usher Both REQUIRE COMMERCIAL BACKGROUND CHECK - FRONT OF HOUSE VOLUNTEER

The **Lobby Usher** will sit in the lobby during the entirety of the show to make sure that the doors don't slam when guests go in and out of the auditorium for bathroom, emergencies etc., AND to help if the guest needs any assistance. You will **NOT** get to watch the show inside the theater.

The **Auditorium Usher** will do the same as the Lobby Usher from inside the theater. You must sit in chairs provided near the door to help with any guests needing to come in and out of the auditorium to keep noise at a minimum. Doors will not be propped open until the curtain closes for intermission. While you may be able to see some of the show inside the auditorium, when you are not fulfilling the volunteer duties of this position, you will be "on duty" for the entirety of the show.

Tickets: Redeem mobile tickets for attendees as they enter. Send guests with incorrect tickets or any issues to the board member(s) present who can assist them. This will occur in the cafeteria as our WIFI signals are the strongest.

REQUIRES COMMERCIAL BACKGROUND CHECK - FRONT OF HOUSE VOLUNTEER

Concessions: We will be able to sell approved concessions in the cafeteria during intermission and after our shows. The set up for the concessions will be done during the First Act as we cannot have it set up prior to the show starting. We will sell during intermission and be available to sell concessions after the show. **This volunteer slot should NOT be a day you have a ticket to see the performance.**

REQUIRES COMMERCIAL BACKGROUND CHECK - FRONT OF HOUSE VOLUNTEER

Collect Laundry

We will be collecting the laundry from the cast members backstage after the last performance. There will be further instructions that evening on how to sort costume items based on how they need to be laundered.

REQUIRES COMMERCIAL BACKGROUND CHECK - BACKSTAGE VOLUNTEER

Take Home Laundry

We need assistance on laundering the costume items and returning them back to the costume closet on designated hours the closet will be open. You will be given instructions on how to launder the bag of items you take home. This job can be completed with any other volunteer job the same evening.

REQUIRES COMMERCIAL BACKGROUND CHECK - BACKSTAGE VOLUNTEER